

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-04-0807

Page 1 of 5

Sealed bids for quotation of prices will be received for the purchase of the following supplies, materials and equipment of the government to be opened on the date, place and time stated in **INSTRUCTION TO BIDDERS**.

ITEM #	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
Delivery Term: (All Lots) 15 Calendar Days upon receipt of P.O.					
Lot I: Common Electrical Supplies					
1	86	pc	Battery AA, Advanced	_____	_____
2	81	pc	Battery AAA, Advanced	_____	_____
3	9	pc	Fluorescent starter, 20 watts	_____	_____
4	10	pc	Prismatic Open Bulb, 18 watts	_____	_____
				Sub-Total	_____
II-COMMON COMPUTER SUPPLIES					
1	50	pc	CD - R, blank w/ individual casing	_____	_____
2	2	box	Brother BTD60BK (black, 108.0 ml)	_____	_____
3	2	box	Brother BT5000Y (yellow, 48.8ml)	_____	_____
4	2	box	Brother BT5000C (Cyan, 48.8 ml)	_____	_____
5	2	box	Bother BT5000M (Magenta, 48.8ml)	_____	_____
6	2	box	Computer ink, No. 704, black,(CN 693AA)	_____	_____
7	2	box	Computer ink, No. 704, colored, (CN 693AA)	_____	_____
8	30	bot	Computer ink,original,(T6641),black	_____	_____
9	18	bot	Computer ink,original,(T6642),cyan	_____	_____
10	16	bot	Computer ink,original,(T6643),magenta	_____	_____
11	14	bot	Computer ink,original,(T6644),yellow	_____	_____
12	23	bot	Computer ink,original,(664),black	_____	_____
13	7	bot	Computer ink,original,(664),cyan	_____	_____
14	7	bot	Computer ink,original,(664),magenta	_____	_____
15	7	bot	Computer ink,original,(664),yellow	_____	_____
16	5	bot.	Computer ink,original,(001),black 65ml	_____	_____
17	2	bot.	Computer ink,original,(001),cyan 65ml	_____	_____
18	2	bot.	Computer ink,original,(001),magenta 65ml	_____	_____
19	2	bot.	Computer ink,original,(001),yellow 65ml	_____	_____
20	84	bot.	Computer ink,original,(003),black 65ml	_____	_____
21	20	bot.	Computer ink,original,(003),cyan 65ml	_____	_____
22	20	bot.	Computer ink,original,(003),magenta 65ml	_____	_____
23	20	bot.	Computer ink,original,(003),yellow 65ml	_____	_____
24	28	bot.	Computer ink,(008),black 127ml	_____	_____
25	9	bot	Computer ink,008,70ml,cyan,	_____	_____
26	9	bot	Computer ink,008,70ml,magenta	_____	_____
27	9	bot	Computer ink,008,70ml,yellow	_____	_____
28	1	bot.	Computer ink,original,(774),black	_____	_____
29	10	box	Computer ink, # GT51XL, black	_____	_____
30	5	box	Computer ink, # GT52, cyan	_____	_____
31	5	box	Computer ink, # GT52, magenta	_____	_____
32	5	box	Computer ink, # GT52, yellow	_____	_____

33	1	box	Computer paper 9 1/2 x 13 , 3 ply long, book 70	_____	_____
34	5	box	Computer Ribbon Cartridge SQ15327 (for Epson FX2175 printer)	_____	_____
35	2	box	Computer Ribbon Cartridge S015086 (for Epson LQ2180 printer)	_____	_____

Sub-Total _____

III-COMMON OFFICE SUPPLIES

1	30	roll	Adding Machine Tape	_____	_____
2	2	roll	Adhesive Tape Double sided) 1" (foam type), 5m	_____	_____
3	10	roll	Adhesive Tape (Double sided) 1", 5m	_____	_____
4	5	roll	Adhesive Tape (Double sided) 2", 5m	_____	_____
5	43	bot	All purpose glue, 130gms	_____	_____
6	561	pc	Ballpen, fine point, black	_____	_____
7	150	pc	Ballpen, fine point, blue	_____	_____
8	25	pc	Ballpen, fine point, red	_____	_____
9	226	pc	Ballpen,BP-S Fine, black	_____	_____
10	36	pc	Ballpen,BP-S Fine,blue	_____	_____
11	12	pc	Ballpen,BP-S Fine,red	_____	_____
12	15	box	Binder Clip, 25 mm, 12 pcs/box	_____	_____
13	6	box	Binder Clip, 3/4", 12 pcs/box	_____	_____
14	442	ream	Bond paper long,(S-20), 70 gsm, 500's/ ream	_____	_____
15	323	ream	Bond paper short,(S-20), 70 gsm, 500's/ream	_____	_____
16	18	ream	Bond paper long,(S-24), 80 gsm, 500's/ream	_____	_____
17	30	ream	Bond paper short,(S-24), 80 gsm, 500's/ream	_____	_____
18	86	ream	Bond paper A4, S-20,500's/ream	_____	_____
19	10	ream	Bond paper A4, S-24,500's/ream	_____	_____
20	61	ream	Bond paper A3,US, S-20,, 500's/ream	_____	_____
21	10	ream	Bond Paper, long, S-16,500's/ream	_____	_____
22	20	pc	Bulldog Clip 3"	_____	_____
23	2	box	Carbon paper, ordinary, long,black	_____	_____
24	5	pc	Cartolina, white	_____	_____
25	5	pc	Cartolina,light blue	_____	_____
26	5	pc	Cartolina, yellow	_____	_____
27	10	pack	Certificate Paper, long,20 's/pack,white	_____	_____
28	10	pack	Certificate Paper, long, 20 's/pack,cream	_____	_____
29	2	pack	Certificate Paper (board), 200 gsm, long,10 's/pack,white	_____	_____
30	5	pack	Certificate Paper (board),185 gsm,long, 10's/pack,ivory	_____	_____
31	5	pack	Certificate Paper (board),185 gsm, long,10's/pack,green	_____	_____
32	2	pack	Certificate Paper (board), long,10 's/pack,natural, 185 gsm	_____	_____
33	10	pack	Certificate Paper (board), short, 10 's/pack,white,185 gsm	_____	_____
34	12	book	Columnar Notebook, 12 columns	_____	_____
35	2	book	Columnar Notebook, 24 columns	_____	_____
36	428	pc	Correction Tape	_____	_____
37	4	pack	Cutter Blade,small	_____	_____
38	5	roll	Duct Tape, 2" x 10 yards,orange	_____	_____
39	10	roll	Duct Tape, 2" x 10 yards,yellow	_____	_____
40	20	pc	Envelope Plastic, long, transparent	_____	_____
41	360	pc	Envelope, brown, long	_____	_____
42	156	pc	Envelope, brown, short	_____	_____
43	300	pc	Envelope, mailing, long	_____	_____
44	166	pc	Envelope,expanding, w/ knot tie, long,brown,14 pts.	_____	_____
45	45	pc	Envelope,expanding, w/ knot tie, long,blue,14 pts.	_____	_____
46	20	pc	Envelope,expanding, w/ knot tie, long,green,14 pts.	_____	_____
47	20	pc	Envelope,expanding, w/ knot tie, long,red,14 pts.	_____	_____
48	10	pc	Envelope,expanding,plastic w/ handle,clear,long	_____	_____
49	12	pc	Eraser, rubber (blue/white) 3"	_____	_____
50	2000	pc	Folder long, white,14 pts	_____	_____

51	200	pc	Folder short,white, 14 pts	_____	_____
52	20	pc	Folder long, orange, 14 pts	_____	_____
53	268	pc	Folder,expanding, green,long,25 pts.US (pressboard)	_____	_____
54	90	pc	Folder,Transparent, w/slide & hardboard at back long,blue	_____	_____
55	12	pc	Highlighter Marker, neon green	_____	_____
56	12	pc	Highlighter Marker, green	_____	_____
57	14	pc	Highlighter Marker, orange	_____	_____
58	2	pc	Highlighter Marker, pink	_____	_____
59	2	pc	Highlighter Marker, yellow	_____	_____
60	5	pc	Highlighter Marker,pen- type, yellow	_____	_____
61	7	tube	Instant Glue, instant, 3 gms., superior quality	_____	_____
62	63	pc	Glue Stick, big	_____	_____
63	8	pc	Manila Paper	_____	_____
64	17	pc	Marking Pen,permanent, broad, black,refillable	_____	_____
65	6	pc	Marking Pen,permanent, broad, blue,refillable	_____	_____
66	6	pc	Marking Pen,permanent, broad, red,refillable	_____	_____
67	44	pc	Marking Pen,permanent, fine, black,refillable	_____	_____
68	2	pc	Marking Pen,permanent, fine, blue,refillable	_____	_____
69	2	pc	Marking Pen,permanent, fine, red,refillable	_____	_____
70	39	pc	Marking Pen,for whiteboard, black,refillable	_____	_____
71	3	pc	Marking Pen,for whiteboard, blue,refillable	_____	_____
72	23	roll	Masking Tape, 1"x 50 m	_____	_____
73	23	roll	Masking Tape, 2"x 50 m	_____	_____
74	21	ream	Mimeo paper, whitewove, long, S-18,500's/ream	_____	_____
75	15	ream	Mimeo paper, whitewove, short, S-18,500's/ream	_____	_____
76	1	ream	Mimeo paper, yellow, long, 500's/ream	_____	_____
77	1	ream	Mimeo paper,green, long, 500's/ream	_____	_____
78	1	ream	Mimeo paper, pink, long, 500's/ream	_____	_____
79	5	book	Notebook, composition, 80 leaves	_____	_____
80	15	book	Notebook, steno, 60 lvs.	_____	_____
81	5	roll	Packaging Tape 1"x 50m	_____	_____
82	21	roll	Packaging Tape 2"x 50m	_____	_____
83	41	box	Paper Clip, jumbo,vinyl-coated,100 pcs/box (50mm)	_____	_____
84	48	box	Paper Clip, small, vinyl-coated, 100 pcs/box(33mm)	_____	_____
85	51	box	Paper fastener ,plastic- coated,50 sets/box	_____	_____
86	1	box	Paper fastener, stainless,50 sets/box	_____	_____
87	10	ream	Paper, Multi-purpose, short, blue	_____	_____
88	29	pack	Paper,Sticker,long,white,20's/pack, matte	_____	_____
89	10	pack	Paper,Sticker,long,white,20's/pack,glossy	_____	_____
90	20	pack	Paper,Sticker,A4,high gloss,white,20's/pack	_____	_____
91	82	pc	Pencil #1,lead	_____	_____
92	56	pc	Pencil #2,lead	_____	_____
93	19	pack	Photo Paper, glossy, A4,20 sheets/pack	_____	_____
94	10	pack	Photo Paper, matte, A4,20 sheets/pack	_____	_____
95	4	box	Pins, hammer head, push type	_____	_____
96	5	pad	Rainbow Pad	_____	_____
97	10	book	Record Book, 150 pages.11.5"X 7"	_____	_____
98	15	book	Record Book, 300 pages, 11"X 8.5"(official)	_____	_____
99	33	book	Record Book, 500 pages, 11"X 8.5"(official)	_____	_____
100	16	pad	Reminder Pad (post it Note) 2 x 3",(asst. colors)	_____	_____
101	6	pad	Reminder Pad (post it Note) 3 x 5",(asst. colors)	_____	_____
102	6	pad	Reminder Pad (post it Note) 4 x 4",(asst. colors)	_____	_____
103	10	box	Rubber band , small (no. 16), 200 gms/pack	_____	_____
104	191	pc	Signpen, 0.5mm, black	_____	_____
105	43	pc	Signpen, 1.00mm, black, Gel Impact	_____	_____

106	20	pc	Signpen, 1.00mm, black, retractable		
107	150	pc	Signpen, G-2, 0.5, black, retractable		
108	31	pc	Signpen, G-2, 0.5, blue, retractable		
109	6	pc	Signpen, G-2, 0.5, red, retractable		
110	183	pc	Signpen, G-2, 0.7, black, retractable		
111	22	pc	Signpen, G-2, 0.7, blue, retractable		
112	122	pc	Signpen, C-4 pen, black		
113	6	pc	Signpen, C-4 pen, blue		
114	9	pc	Signpen, C-4 pen, red		
115	85	pc	Signpen V5, black		
116	48	pc	Signpen V5, blue		
117	17	pc	Signpen V5, red		
118	5	pc	Signpen V5, green		
119	5	bot	Stamping ink, 30 ml., with applicator (purple)		
120	1	bot	Stamping ink, 30 ml., with applicator (black)		
121	6	pc	Stamping Pad, No. 1, purple		
122	5	box	Staple Wire # 10		
123	52	box	Staple Wire # 35, 26/6		
124	2	box	Staple Wire T50		
125	80	roll	Transparent tape, 1"x 50m		
126	17	roll	Transparent tape, 2" x 50m		
127	5	box	Thumbtacks, gold, 100 pcs/box		
128	2	bot	Typewriter Oil 3-in-1		
129	30	pad	Yellow Pad		

Sub-Total

IV-COMMON OFFICE DEVICES

1	6	unit	Calculator, 12 digits,w/ key roll-over, 2-way power		
2	2	pc	Data File Box, Double		
3	1	pc	Date Stamp (2024 onwards)		
4	12	pc	Pencil Sharpener, (ordinary) small		
5	1	pc	Philippine Flag, 4 x 8 ft.		
6	3	pc	Puncher Big, HD w/ metal guide		
7	1	pc	Ruler (12"),aluminum steel		
8	5	pair	Scissors, Big 8"		
9	12	pc	Stapler #35 HD-50DF,without built-in remover,flat clinch		
10	1	pc	Stapler #35 HD-50R, w/ built- in remover		
11	3	pc	Staple Remover, HD, twin jaws		
12	1	pc	Tape Dispenser, HD, for 1 inch Tape		

Sub-Total

V-COMMON JANITORIAL SUPPLIES

1	56	tin	Air Freshener ,320 ml, spray		
2	2	pc	Air Freshener Solid (Gel), Peach Blossom Scent		
3	20	bot	Alcohol, ethyl, 500 ml.,70% Solution		
4	341	bot	Alcohol, Isoprophyl, 500 ml.,70% Solution		
5	7	gal	Alcohol,ethyl, 1 gal.,70% Solution		
6	31	gal	Alcohol,isoprophyl, 1 gal.,70% Solution		
7	27	cake	Bath soap, 60 g		
8	20	cake	Bath soap, 135 g,family size		
9	14	bot	Bleaching Agent, 500ml		
10	32	bot	Bleaching Agent, 1 liter		
11	22	gal	Bleaching Agent, 1 gal		
12	15	bot	Bleaching Agent, 450ml, (color safe)		
13	40	pc	Brooms, Abaca		
14	257	pc	Brooms, Coco ribs		
15	40	pc	Brooms,Tiger Grass (Humay),wooden handle		

FOR SALE
P 1,000.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-04-0807 **DATE** : April 30, 2024

PURPOSE: FOR USE OF 3RD QUARTER SUPPLIES, 2024 FROM VARIOUS DEPT., THIS CITY.

OFFICE : GSD

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , May 21, 2024

PLACE : BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
Lot 1 Common Electrical Supplies	: 14,510.00	: 290.20	: 725.50
Lot 2 Common Computer Supplies	: 107,590.00	: 2,151.80	: 5,379.50
Lot 3 Common Office Supplies	: 395,034.00	: 7,900.68	: 19,751.70
Lot 4 Common Office Devices	: 24,470.00	: 489.40	: 1,223.50
Lot 5 Common Janitorial Supplies	: 345,385.00	: 6,907.70	: 17,269.25

TERMS & CONDITIONS

- The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:
 - Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)
 - Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. : Two percent (2%) of the ABC (See above)
 - Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. : Five percent (5%) of the ABC (See above)
 - Any combination of the foregoing : Proportionate to share form with respect to total amount of security
 - Bid Securing Declaration
- Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of (per City Ordinance No. 23-21, Series of 2023.) P 1,000.00
- Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- Your price offer must be valid for 120 calendar days.
- Award will be made to the Lowest Calculated Responsive Bid (LCRB) that is the most advantageous to the government subject to post evaluation by the BAC.
- Submit Omnibus Sworn Statement duly notarized, together with your bid.
- The government reserves the right to reject any or all bids, declare a failure of bidding or not award the contract based on RA 9184.
- Electronic submission and receipt of bids is not available pending compliance with GPPB Resolutions.

SGD

ATTY. MA. CHAT H. DELIMA-CORDERO

**City Gov't Dept. Head I-OHRM / BAC Chairman
BIDS & AWARDS COMMITTEE**